

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL</b>	
	<b>Chapter 4:</b> Assessment (Investigation)	<b>Effective Date:</b> July 1, 2007
	<b>Section 27:</b> Child Protection Index (CPI)	<b>Version:</b> 1

## POLICY **[NEW]**

When a report of child abuse or neglect is substantiated, the Indiana Department of Child Services (DCS) will enter all appropriate information into the Child Protection Index (CPI).

No later than 30 days after DCS enters a substantiated child abuse or neglect report into the CPI, DCS shall notify the parent, guardian, or custodian of the victim/child who is named in the report and any substantiated perpetrator, that DCS has entered the report into the CPI.

DCS will release information contained in the CPI only in accordance with Indiana law. Refer to separate policy [2.7 Sharing Confidential Information](#).

### Code References

IC 31-33-26-8 (b) Child Protection Index; notification of entry of substantiated report

IC 31-33-26-16 (a) Child Protection Index; access to information

## PROCEDURE

The FCM will:

1. Mail [Notice of Investigation Outcome](#) to all perpetrators Non-Offending parent, guardian, or custodians will receive [Notice of Substantiation of Report of Child Abuse or Neglect](#).

## PRACTICE GUIDANCE

N/A

## FORMS

- [Notice of Substantiation of Child Abuse and Neglect Form](#) *IN PROCESSING*
- [Request by a Person or Organization for a Search of the CPI \(SF 49214\)](#) *IN REVISION*
- [Request From a Potential Employer for Release of Information Contained in CPI \(SF 49215\)](#) *IN REVISION*
- [Request for Administrative Review](#)
- [Notice of Investigation Outcome](#)

<b>RELATED INFORMATION</b>
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**Perpetrator Right to Appeal**

All persons named as perpetrators are entitled to request first an administrative review by the director of the local DCS and then a hearing by an administrative law judge of the decision to substantiate a report of child abuse or neglect except if a CHINS case or a criminal case has been filed. In those instances, a court will have final authority. Refer to separate policies, [2.2 Requests for Administrative Review](#), [2.3 Administrative Review Process](#), [2.4 Child Care Workers Investigation Review Process](#), [2.5 Investigation and Review of DCS Staff Alleged Perpetrators](#), [2.6 Administrative Appeal Hearings](#).

**Changing the State Central Registry (SCR) and Central Client Index (CCI) into the CPI**

The 2006 legislative session called for a merging of the SCR and CCI into one registry now known as the CPI. The merging of these two databases will take the child protection services information housed in the CCI and the notice requirements of the SCR and incorporate them into the new CPI. This will allow outside agencies conducting child protection services checks on their employees or volunteers to have access to all substantiated information instead of the limited information previously available in the SCR. All information housed in the old CCI will be accessible to DCS staff in the CPI.